

# Job Description



<b>Job Title:</b>	Green Skills Coordinator
<b>Location:</b>	Groundwork Offices, Wrexham
<b>Responsible to:</b>	Project Manager
<b>Responsible for:</b>	Project Participants & Volunteers
<b>Number of hours per week:</b>	Full Time 37.5 hours Part Time or sessional working @ £11.08 per hour will also be considered on request
<b>Salary:</b>	£21,660

## Purpose of the job

To work with volunteers, schools, community groups and trainees on a range of biodiversity, conservation and practical tasks across the WeCare (ENRAW) project.

To support and recruit volunteers and other participants in the delivery of a range of educational and environmental projects. Working with local residents, volunteers and trainees to improve green spaces through encouraging them to develop skills and attain qualifications.

## Summary of Main Responsibilities

### Programme Delivery

Support the development and delivery of educational sessions and public events around biodiversity and the environment. Including school based sessions.

Organise and lead volunteering opportunities and projects focused on environmental and conservation tasks.

Maintain accurate and up to date monitoring and evaluation records in line with project requirements. Collect evidence to support records of learning and achievement of trainees and volunteers accordingly to awarding bodies or in line with funding requirements.

Support and deliver community consultation session in line with project aims.

Plan and deliver a wide variety of outdoor, practical based environmental and community-based sessions and programmes with volunteers and trainees around biodiversity, green spaces and the environment.

Working closely with colleagues deliver practical based training linked to the attainment of accredited environmental qualifications.

Support and supervise small groups of trainees to undertake practical environmental projects. This includes transporting the teams and for leading the tasks to ensure a good quality result. The role involves developing participants levels of motivation and self-confidence through the completion of the traineeship, whilst improving the local environment.

Support and contribute to the marketing and promotion of the projects in line with the intended outcomes.

Develop and maintain positive relationships with stakeholders, communities and participants.

Demonstrate and train participants and volunteers in the correct use of tools/equipment and safe working procedures.

Ensure projects are appropriately planned, monitored, delivered on time, to budget and to the highest quality (including completion of risk assessments, agreeing work programmes, ordering materials and project evaluation).

Be responsible for vehicles, tools, equipment, storage, carrying out routine checks and maintenance as applicable.

### **Business Development**

Generate ideas and assist with putting together necessary documentation and gathering evidence in support of funding bids for projects and programmes as required.

### **People Management**

Induct, train, supervise and support assistants, trainees, volunteers and work placements in the delivery of projects and activities, providing and documenting 1:1 support and supervision sessions.

### **Financial Management**

Obtain quotes, handle petty cash and order project materials and services as directed within allocated budgets ensuring correct expenditure.

### **Administration**

Prioritise workload and show initiative to ensure deadlines are met and tasks are carried out effectively.

### **Marketing & Communication**

Attend and contribute to project and team meetings as required.

Represent the Trust professionally, to internal and external contacts as requiring assisting with the promotion of projects and the broader activities of the Trust.

### **Performance Monitoring & Reporting**

Ensure all performance measures are accurately recorded, evidenced and submitted to set deadlines.

Ensure Trust evaluation form/s have been completed at every opportunity possible and submitted to the Business Development team on a regular basis.

### **Other Duties**

Ensure compliance with the Trust's Health & Safety Policy and other established policies and procedures, preparing risk assessment and good health and safety management for activities.

Be responsible for any equipment used including cleaning and maintenance.

Any other reasonable duties as may be requested by your line manager.

The attached list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the team.

## Person Specification

	Essential	Desirable
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>GCSE/NVQ Level 2 or equivalent qualifications and/or some practical experience in a similar role.</li> <li>Experience of planning and delivering community based and/or environmental projects and activities.</li> <li>Excellent knowledge of biodiversity, environmental and practical skills.</li> <li>A working knowledge of and the ability to carry out, train and supervise others on a wide range of practical environmental improvement and conservation tasks.</li> <li>Experience of working with volunteers and community groups.</li> <li>Experience of delivering educational sessions.</li> <li>Experience of delivering and evidencing practical based learning programmes.</li> <li>Excellent IT Skills.</li> <li>Knowledge and understanding of health &amp; safety and following safe working practices.</li> </ul>	<ul style="list-style-type: none"> <li>IOSH Working Safely</li> <li>Midas Certificate</li> <li>Strimming</li> <li>First Aid Training</li> <li>Level 3 Award in Education and Training (or equivalent)</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>Commitment to equality and diversity.</li> <li>Experience of supervising volunteers.</li> <li>Ability to motivate others.</li> <li>Ability to explain and train participants and volunteers in work task and duties.</li> </ul>	
<b>Judgement &amp; Initiative</b>	<ul style="list-style-type: none"> <li>Ability to work on own initiative and lead and work as part of a team.</li> <li>Confident, enthusiastic and self-motivated.</li> <li>Ability to plan and prioritise workload effectively to meet set deadlines.</li> <li>Good organisational skills.</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills.</li> <li>Ability to communicate effectively with the public and volunteers.</li> <li>Ability to work with individuals at a variety of levels, internally and externally and in a range or organisations.</li> <li>Ability to communicate through the medium of Welsh.</li> </ul>	
<b>Resources</b>	<ul style="list-style-type: none"> <li>Ability to handle petty cash, obtain quotes and order project materials and services as directed.</li> <li>Ability to keep accurate project records.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to record and ensure accurate records of expenditure.</li> </ul>	
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of confidentiality.</li> <li>• Ability to maintain confidentiality as required.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate the qualities 'Genuine, Reputable, Enterprising, Energising &amp; Needs Driven' in line with Groundwork North Wales' GREEN values.</li> <li>• Full driving licence.</li> <li>• Appreciation and understanding of Welsh heritage and culture.</li> </ul>	